



Terry Tamminen
Secretary for
Environmental
Protection

California Integrated Waste Management Board

Linda Moulton-Patterson, Chair
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Arnold Schwarzenegger
Governor

Dear Local Government Household Hazardous Waste Program Manager:

Subject: Fiscal Year 2003/04 Form 303 Reporting

The California Integrated Wasted Management Board (CIWMB) requires each jurisdiction in California to annually report the amount of household hazardous waste (HHW) collected through locally administered programs. Local jurisdictions must use CIWMB Form 303 (Form 303) to meet this requirement. Form 303 fulfills the reporting requirements of the HHW element of the countywide integrated waste management plans.

Enclosed are the CIWMB's regulatory mandated Form 303, and a HHW Program Survey. The electronic copy of the Form 303 and survey can be downloaded at the CIWMB's Web site:
<http://www.ciwmb.ca.gov/HHW/Reporting>

Form 303

Send the completed Form 303 and survey by **October 1, 2004** to:

**Department of Toxic Substances Control
Regulatory Program Development Branch
Household Hazardous Waste Unit, 11th floor
P.O. Box 806
Sacramento, CA 95812-0806
Attn: Mary Misemer**

The Form 303 must be completed by all public agencies that sponsored a HHW program during the past fiscal year commencing July 1, 2003 and ending June 30, 2004. However, even if your agency did not sponsor a collection program, but participated in collection activities sponsored by another agency, we ask that you complete and submit Part B of the Form. This will ensure that you are on an updated mailing list. **Only the lead agency of an HHW collection program should report the total waste volumes collected.**

- **Note:** You do not have to use the official Form 303, however, you must ensure that the order and contents are identical to the Form 303. Do not enter a contractor as the reporting source or the contact person. **The contact person must be the local government HHW program manager.**

California Environmental Protection Agency

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Proposed Revisions to Form 303

Regulation changes are being drafted for Form 303 for the 2004/05 report period and will include the following waste streams: electronic waste, universal waste, compressed gas cylinders, photo waste, and treated wood.

Survey

The enclosed survey will help Board staff compile HHW program cost information and other information of program interest. The survey has become essential as the means to obtaining program information and documenting ever increasing fiscal obligations and needs of local programs.

If you have any questions regarding the Form 303, please contact Mary Misemer of DTSC at (916) 323-9618 *or* e-mail mmisemer@dtsc.ca.gov.

If you have any questions about the survey or Form 303 revision, please contact Anna Ward of the CIWMB at (916) 341-6454 or e-mail award@ciwmb.ca.gov.

Sincerely,

A handwritten signature in dark ink, appearing to read "Kristin Yee", written in a cursive style.

Kristin Yee, Supervisor, Used Oil Recycling Analysis Section

Enclosures:
Form 303;
Instructions;
Reporting Problems;
Survey